

MPD 8812.1

REVISION A

EFFECTIVE DATE: May 19, 2004

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MARSHALL POLICY DIRECTIVE

AD01

MSFC FACILITY UTILIZATION POLICY

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		1/24/00	Complete rewrite of MMI 7234.1E, "Facilities Utilization Program."
Revision	A	5/19/2004	Updated organizational references. Changed NPG to NPR.

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1. PURPOSE

The purpose of this Marshall Policy Directive (MPD) is to prescribe policies and establish criteria for the orderly, comprehensive, and economical utilization of Marshall Space Flight Center (MSFC) facilities. These policies and criteria shall be observed in the decision-making processes related to facility utilization and planning.

2. APPLICABILITY

This MPD is applicable to all organizational elements at MSFC.

3. AUTHORITY

NPD 8800.14, "Policy for Real Property Management"

4. APPLICABLE DOCUMENTS

- a. NPR 8800.15, "Real Estate Management Program Implementation Manual"
- b. MPG 3200.1, "On-site Location or Relocation of Contractor or Other Government Agency Personnel at MSFC Installations"
- c. MPG 8812.1, "Requests for Facility Services at MSFC"

5. REFERENCES

MPD 1150.1, "Establishment of Councils, Boards, and Committees," Charter MC-03, "MSFC Facilities Utilization Review Board"

6. DEFINITIONS

- a. Center Support Facilities. Center support facilities typically house people and non-technical functions. Center support facilities do not include functionality of a facility that supports Center mission areas and Center of Excellence (COE) responsibilities. The type of facilities that make up this category include: Building 4200, Office; Building 4203, Office; Building 4610, Office and Engineering; Building 4471, Storage and Office; Building 4249, Medical Center and Office; and Building 4316, Center Activities.
- b. Consolidation/Underutilized Facilities. This category of buildings/structures is identified for some form of

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consolidation, closure, or excess (i.e., mothballed, abandoned, or scheduled for demolition).

c. Core Capability Facilities. Core capability facilities are required and essential, either directly or indirectly, in support of mission area and COE responsibilities. Core capability facilities typically house equipment and laboratories that perform technical work. The types of facilities that fall within this category include: Building 4487, Laboratory and Office; Building 4612, Materials and Processes Laboratory; Building 4619, Structures & Dynamics Laboratory; Building 4493, Microgravity Development Center; Building 4481, Space Science Laboratory; and Building 4707, Productivity Enhancement Complex.

d. Core Support Facilities. Core support facilities are indirectly required to support or enable a core capability facility to function or support Center mission areas and COE responsibilities. Core support facilities typically function as a utility to facilitate operations of a core capability. The type of facilities that fall within this category include: Building 4607, Air Station; Building 4761, Waste Water Treatment Facility; Building 4659, HP GN2 Facility; Building 4657, LH2 Vaporization Facility; Building 4668, Water Reservoir; and Building 4567, Pump and Boiler House.

e. Floor Space Standards:

(1) Open Office. Work area exceeding 400 square feet that may contain workstations and/or administrative support functions. This area may be enclosed by either ceiling-high or screen partitions.

(2) Private Office. Work area utilized by one person. This area may be enclosed with ceiling-high or screen partitions and a closable door.

(3) Semi-Private Office. Work area not exceeding 400 square feet occupied by two or more individuals. This area may be enclosed by either ceiling-high or screen partitions.

(4) Workstation. The furniture, equipment, and immediate area generally required by one worker.

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7. POLICY

a. It is MSFC policy that areas suitable for housing personnel and equipment consist of the following categories:

Office	Shop
Conference	Storage
Laboratory	Miscellaneous
Technical	

b. Facility Utilization Criteria - Primary considerations in locating organizational activities within the Center are:

- (1) The nature of the activity as related to the Center's Land Use Plan and Master Plan.
- (2) Workforce levels and equipment layouts to define the required physical space.
- (3) Functional interactions required with other organizational elements.
- (4) Facility-bound personnel/equipment relative to the functional requirement (equipment that is not easily relocatable due to operational/physical restrictions).

c. Buildings, structures, and facilities are grouped or prioritized based on their respective support to accomplishing Center mission areas and COE responsibilities. This priority listing consists of core capability facilities (Priority I), core support facilities (Priority II), Center support facilities (Priority III), and consolidation/underutilized facilities (Priority IV).

d. The criteria for assignment and utilization of MSFC facilities will be in accordance with Appendix A.

8. RESPONSIBILITIES

a. The MSFC Facilities Utilization Review Board (FURB) is responsible for the activities as defined in MPD 1150.1, "Establishment of Councils, Boards, and Committees," Charter MC-03, "MSFC Facilities Utilization Review Board."

b. Associate Director/Chairman of the FURB is responsible for approving allocation of facility space for all organizations reporting to the Center Director.

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c. Manager, Integrated Customer Support Department (AD60), is responsible for:

- (1) Assigning and overall management of building space utilization on a day-to-day basis.
- (2) Endorsing the organization space adjustments within the current allocations requiring repartitioning or installation of new partitions.

d. The Facilities Utilization Officer (FUO) will:

- (1) Administer requests for additional space/space adjustments and changes; plan/coordinate space reallocations and layouts.
- (2) Establish and maintain a set of master drawings that define all space assignments including vacant and unassigned space.
- (3) Review partition and space modification requests for compatibility with building utilization plans and related data (guidelines for the installation and modification of interior partitions are listed in Appendix C).
- (4) Develop and coordinate plans for phasing out of temporary space (house trailers) and demolition of economically unusable buildings with the Real Property Accountable Officer.
- (5) Receive and compile Centerwide data and reports for Center and Headquarters' management use.
- (6) Prepare appropriate documentation for management endorsement/approval of requests for additional space, reallocation of space and interior partitions.
- (7) Coordinate personnel relocations within, onto, and off MSFC installation.

e. Directors/Managers of MSFC basic organizations are responsible for:

- (1) Efficient and effective utilization of assigned floor space using the office space standards (Appendix B).
- (2) Submitting reports to the FUO of changes to space utilization or vacant space activities as they occur.

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(3) Approving space changes within the organization's current allocation and assignment. Endorsement by Manager, AD60, is required for rearrangement or installation of new partitions.

(4) Appointing a space utilization representative.

(5) Submitting space utilization request to the Manager, AD60.

f. Space Utilization Representatives from basic organizations will:

(1) Coordinate all space and partition-related activities within the applicable organization including the coordination of on-site contractor requirements per MPG 3200.1, "On-site Location or Relocation of Contractor or Other Government Agency Personnel at MSFC Installations."

(2) Prepare space utilization requests for approval by the director/manager of that organization.

(3) Provide to the FVO timely reports of changes/movement of personnel, equipment, etc.

(4) Report promptly all vacant and unused space to the FVO for reassignment.

(5) Submit major facility utilization updates to the FVO in response to the annual call letter.

9. RECORDS

None

10. MEASUREMENT

None

11. CANCELLATION

MPD 8812.1 dated January 24, 2000

Original signed by
Axel Roth for

David A. King
Director

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APPENDIX A

CRITERIA FOR ASSIGNMENT AND UTILIZATION OF MSFC FACILITIES

A.1 Evaluation of Space Requirements - Requirements for additional space or conversion of space to another category shall be evaluated by the FUO. The level of approval required will be determined by the FUO based on scope and cost as follows:

A.1.1 New floor space: FURB/Chair.

A.1.2 Modify existing floor space: Manager,AD60.

A.1.3 Conversion of existing space to another use:
Manager,AD60.

A.2 Office and Conference - Requirements for additional office and conference space or the consolidation of existing space shall be evaluated by the FUO with consideration of the following factors in descending priority:

A.2.1 General adherence to the space allowance standard for office space outlined in NPR 8800.15, "Real Estate Management Program Implementation Manual," with a Centerwide goal not to exceed an average of 145 square feet per person. Necessary adjustments may include departitioning, movable partitions, or modular furniture.

A.2.2 Conversion of existing laboratory, technical, shop, storage, or miscellaneous space.

A.2.3 Relocation of contractor office personnel to off-site space or on-site space.

A.2.4 Utilization of temporary buildings and trailers.

A.2.5 Construction of new on-site permanent space.

A.3 Laboratory, Technical, and Shop Space - This space houses personnel and equipment that supports the Center's engineering, scientific, and operational capabilities. Requirements pertaining to laboratory, technical, or shop space shall be evaluated by the FUO with attention to the following objectives:

A.3.1 Accommodation of programmatic requirements.

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A.3.2 Maintenance and enhancement of unique and essential capabilities.

A.3.3 Installation of new and unique capabilities in existing facilities.

A.3.4 Consolidation of similar capabilities and operations.

A.4 Storage Space - Requirements pertaining to storage space shall be evaluated considering the following objectives:

A.4.1 Optimum use of space by reduction of supply stock inventories and prompt excess of surplus items.

A.4.2 Reduction/consolidation of stored items and equipment.

A.4.3 Minimum usage of off-site facilities.

A.5 Space for Source Evaluation Board (SEB) - Requirements for SEB activities will be submitted by the SEB Performance Evaluation Board secretariat. Areas assigned for this purpose will meet the necessary security needs.

A.6 Miscellaneous Space - This space houses areas in which activities other than those previously classified are conducted which include visitor information, reception, libraries, security, and employee service functions. Requirements for employee service functions such as the credit union, bank, barber shop, notions shop, etc., will be submitted by the MSFC branch of the NASA Exchange. Implementation of these requirements will be considered only for space not in conflict with Center mission or operational requirements.

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APPENDIX B

OFFICE SPACE STANDARDS

B.1 Senior Management (Private Office). 200 square feet base allowance

- B.1.1 SES Directorate/Office Directors
- B.1.2 All other SESs
- B.1.3 Deputy Directors
- B.1.4 Department Managers
- B.1.5 Senior Staff (defined as GM-15's who report to Directorate/Office Directors)

Deviation Criteria: Special exceptions to the base floor space allowance may be considered due to the following:

- Meetings in office versus separate conference areas
- Number of people in office meetings
- Use of existing versus new floor space
- Furniture

Floor space allocation may vary based on the deviation criteria and building configuration, but should not normally be less than .20 below the base floor space allowance and not more than .50 above the base floor space allowance.

B.2 Middle Management (Private or Semi-Private Office). 150 square feet base allowance

GS or GM-14/15

Deviation Criteria: Special exceptions to the base floor space allowance may be considered due to the following:

- Meetings in office versus separate conference areas
- Number of people in office meetings
- Use of existing versus new floor space
- Furniture

Floor space allocation may vary based on the deviation criteria and building configuration, but should not normally be less than .20 below the base floor space allowance and not more than .50 above the base floor space allowance.

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B.3 Non-Supervisory GS-14, GS-15 (Private or Semi-Private Office). 100 square feet base allowance

Floor space allocation may vary based on the deviation criteria and building configuration, but should not normally be less than .20 below the base floor space allowance and not more than .50 above the base floor space allowance.

B.4 All Others. 100 square feet base allowance

Deviation Criteria: Special exceptions to the base floor space allowance may be considered due to the following:

- Equipment
- Type work, filing requirements, computers
- Tables, communication equipment, storage, printers

Floor space allocation may vary based on the deviation criteria and building configuration, but should not normally be less than .20 below the base floor space allowance and not more than .50 above the base floor space allowance.

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APPENDIX C

GUIDELINES FOR INSTALLATION AND MODIFICATION OF INTERIOR PARTITIONS

C.1 To maximize floor space utilization, considering building functions, building configuration constraints, funding availability, etc., departmenting to accommodate the open office concept, to the maximum extent possible, will be implemented.

C.2 Full wall partitions may be provided:

C.2.1 If structurally required;

C.2.2 For building support areas, such as conference rooms, restrooms, janitorial and supply rooms, equipment rooms, and stairwells;

C.2.3 To establish building corridors;

C.2.4 To separate disturbing functions due to dissimilar activities;

C.2.5 For supervisory positions (team leader and above); and

C.2.6 For sensitive positions.

C.3 Subsequent to approval for new or modifications to existing partitions, the requesting organization will initiate a work request in accordance with the latest edition of MPG 8812.1, "Requests for Facility Services at MSFC."